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9 Jun 1962

MEMORANDUM FOR: Training Officer, OS

THROUGH : Chairman EDP Committee, OS  
 SUBJECT : Training and Orientation for the EDPOS Program

1. To properly prepare for an EDP oriented data processing system, the Office of Security must acquaint its personnel with the meaning and the impact of the program, as well as train certain of its personnel to accept new types of responsibilities relating to EDP. For this purpose, the Office of Security personnel can be categorized in the following groups:

- a. Those individuals who will be involved full time in such EDP activities as system analysis, programming or computer operation. The Office of Security personnel in this program during Phase II will be involved principally in systems analysis. The individual selected at the beginning of Phase II should receive sufficient training to properly perform the duties of a systems analyst.
- b. Senior staff and operating personnel of the Office of Security on the EDP Policy and Planning Committee. These individuals should receive sufficient orientation to appreciate the impact of EDP on the various activities and functions of the Office of Security.
- c. Senior staff and operating personnel other than those on the Committee. These individuals should be given sufficient orientation to appreciate the impact of EDP on their assigned responsibilities.
- d. Those individuals who may be designated by division and staff chiefs to be the liaison or contact point with the EDPOS study team. These individuals should receive sufficient orientation on EDP so that they can effectively transmit the operating requirements of their respective divisions to the study team members so that a realistic system is devised which will be responsive to the most urgent needs of the office in appropriate priority.

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e. All employees of the Office of Security should be given sufficient information about the EDPOS Program so that there will be no undue alarm concerning job retention or other unknown and undesirable changes. All personnel should also be appropriately informed of the planned changes so that those individuals who are interested in and capable of retraining can be identified and retrained in time to obtain a smooth transition from the various manual systems being utilized to an EDP orientated system.

## 2. Training Available

a. At the present time, there is no course on the general subject of EDP being offered within the Agency. The ADP Staff in cooperation with the Office of Training is now considering the possibility of a three to five day orientation course for Agency personnel.

b. At the present time, manufacturers such as IBM, RCA and Remington Rand offer a great variety of courses on the various aspects of EDP. Most of the courses offered are directed to very specific subjects and often times to particular computers. For example, IBM has many courses on the programming of particular IBM machines. However, IBM also offers an executive seminar which is very general in nature and in three days explains the functions of data processing, stored program concepts and provides a description of specific electronic data processing systems and equipment. Remington Rand offers a similar two day course also on a frequent basis. RCA (but not IBM or Remington Rand) offers on a frequent basis, a five day course on system analysis, which includes the objectives, the scope and the limitations of system analysis and its relationship to EDP systems. The systems approach, design and selections are covered and flow charting exercises are performed. IBM presents on a frequent basis a five day course on basic programming concepts. This course includes the basic concepts of programming, relationship of programming to system and analysis and to EDP equipment numbering and assembly systems, compilers, program analysis and flow charting techniques.

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c. The Civil Service Commission offers a five day orientation course on the subject of ADP about every four months. This is an excellent course and offers advantages over the manufacturers orientation courses in that it also presents the many aspects of the government problem in this area.

d. The Ordnance Management Engineering Training Agency, U.S. Army offers a great number of courses relating to the general field of ADP subjects on a regularly scheduled basis at Rock Island, Illinois.

e. The American Management Association also presents from time to time certain orientation type seminars in New York City and other cities relating to the ADP field.

f. Although the training facilities available relating to EDP appear to be scattered among the various government agencies and manufacturers, it is possible with proper planning to provide each of the categories of the Office of Security personnel listed above with the appropriate information required. This is true because of the functional nature of the courses. Of course, in any event and at all levels, even if orientation or training is provided by the manufacturers, additional information concerning the Agency and Office of Security relationships to EDP will have to be presented formally in a planned program by the members of the study team.

g. The National Archives offers a one week course frequently on Source Data Automation.

3. The following recommendations are made concerning the orientation and training of the various Office of Security personnel.

a. The study team member or members should receive:

(1) Either the IBM executive seminar, the Remington Rand Management Seminar or the ADP Orientation Course (if it is given)

(2) The RCA systems analysis course

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(3) The IBM basic programming concepts course. This would then amount to a total of three weeks formal training.

(4) The Archives Source Data Automation Course

b. The members of the EDP Policy and Planning Committee as well as selected other senior Office of Security personnel should receive either the IBM executive seminar or the Remington Rand Management Seminar and an additional series of short but formal briefings by the study team concerning the specific CIA and Office of Security data processing problems.

c. The Division EDP designees should receive the same as the personnel listed above in (b).

d. All Office of Security personnel should receive appropriate general briefings and current information bulletins from time to time during the progress of Phase II.

4. The undersigned will be available to assist you in any manner possible in the implementation of your program in this field.



ADP Staff Member  
EDPOS Study Team

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